



Dear Parent/Carer,

July 2019

Firstly I would like to introduce myself as the Head of Year 7 and I look forward to supporting the new cohort through this first year of secondary school.

The form grouping for the new intake has now been completed. The form groups have been created according to the following criteria: gender, ability, behaviour, Special Educational Needs, previous primary school and friendship groups. The school has worked very hard to ensure that all form groups are balanced using the above criteria. Please note that the children have not automatically been placed in the same house as siblings and although we have attempted to facilitate language preference this has not always been possible. Secondary school is a brand new start and friendship groups will change several times as the children grow up. Lessons are designed for the pupils to focus their attention on their learning and they can mix with their chosen friends at break and lunch times. The form groups will be looked at after each half term and small changes between groups might be made in order to ensure that each group retains cohesion.

I would like to take this opportunity to inform the new students about the high expectations within the school community with regards to behaviour, uniform, punctuality and attendance; the importance of which will be reinforced daily within form time. We strive to achieve highly focused form times which should be viewed as a place where academic mentoring, pastoral issues and important class discussions may take place as well as offering time for private study. Therefore, I expect the highest standard of participation and behaviour.

We look forward to welcoming all new Year 7 students on **Tuesday 3 September 2019**. On this first day, **only Year 7 students** will be on site in order to facilitate an introductory day to Highlands School. They will attend from **9:30 am to 2:30 pm**. From Wednesday 4 September, normal school hours will resume for all Year 7 students and they should be in school by 8.30 a.m. A warning bell will sound at 8.35 a.m. with registration at 8.40 a.m. The school day will end at 3.20pm as usual.

Lockers will be allocated in the first week and if your child would like one, please ensure that payment has been made via Parent Pay prior to start date. Students will be expected to be responsible for their own locker key and keep the spare key at home. If they lose both keys the school will break the padlock to access the locker and a new padlock would then need to be purchased from the school Office. You will receive your Parentpay login details by email during the final week of July.

Finally, I would like to wish all of the new Year 7 students a positive and successful year ahead. Please do not hesitate to contact your child's form tutor in the first instance, or myself should you have any queries or require any additional information.

Yours faithfully

Mr. J Larter  
**Head of Year**